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1970/1972

MARTIN

TECHNICAL

INSTITUTE

GENERAL CATALOG

1970 - 1972

Approved by
The North Carolina State Board of Education

Members of
The North Carolina Department of Community Colleges

Correspondent of
Southern Association of Colleges and Schools

MARTIN TECHNICAL INSTITUTE

P. O. Drawer 866

Williamston, North Carolina 27892

Telephone (919) 792-7115

GENERAL CATALOG

1970 - 1972

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MARTIN TECHNICAL INSTITUTE

Academic Calendar

1970-1971

Fall Quarter

Registration	September 8, Tuesday
Registration	September 9, Wednesday
Classes Begin	September 10, Thursday
Last Day to Register or Add Courses	September 16, Wednesday
Examinations	November 23, 24, 25

Winter Quarter

Registration	November 30, Monday
Classes Begin	December 1, Tuesday
Last Day to Register or Add Courses	December 7, Monday
Winter Holiday Begins 5 P. M.	December 18, Friday
Classes Resume 8 A. M.	January 4, Monday
Examinations	February 25, 26, March 1

Spring Quarter

Registration	March 8, Monday
Classes Begin	March 9, Tuesday
Last Day to Register or Add Courses	March 15, Monday
Spring Holiday Begins 5 P. M.	April 8, Thursday
Classes Resume 8 A. M.	April 14, Wednesday
Examinations	May 25, 26, 27
Commencement	May 30, Sunday

Summer Quarter

Registration	June 3, Thursday
Classes Begin	June 4, Friday
Last Day to Register or Add Courses	June 10, Thursday
July 4th Holiday Begins 5 P. M.	July 1, Thursday
Classes Resume 8 A. M.	July 5, Monday
Examinations	August 18, 19, 20
Commencement	August 22, Sunday

MARTIN TECHNICAL INSTITUTE

Academic Calendar

1971-1972

Fall Quarter

Registration	September 7, Tuesday
Registration	September 8, Wednesday
Classes Begin	September 9, Thursday
Last Day to Register or Add Courses	September 15, Wednesday
Examinations	November 22, 23, 24

Winter Quarter

Registration	November 29, Monday
Classes Begin	November 30, Tuesday
Last Day to Register or Add Courses	December 6, Monday
Winter Holiday Begins 5 P. M.	December 17, Friday
Classes Resume 8 A. M.	January 3, Monday
Examinations	February 24, 25, 28

Spring Quarter

Registration	March 6, Monday
Classes Begin	March 7, Tuesday
Last Day to Register or Add Courses	March 13, Monday
Spring Holiday Begins 5 P. M.	March 30, Thursday
Classes Resume 8 A. M.	April 5, Wednesday
Examinations	May 23, 24, 25
Commencement	May 28, Sunday

Summer Quarter

Registration	June 1, Thursday
Classes Begin	June 2, Friday
Last Day to Register or Add Courses	June 8, Thursday
July 4th Holiday Begins 5 P. M.	July 3, Monday
Classes Resume 8 A. M.	July 5, Wednesday
Examinations	August 16, 17, 18
Commencement	August 20, Sunday

Officers of Administration

BOARD OF TRUSTEES

Appointed by Commissioners of Martin County	Expiration of Term
John W. Sledge	1975
Percy A. Price	1973
Willie C. Bunch	1971
Chapman Hutchinson	1977

Appointed by Martin County Board of Education	
A. B. Ayers	1975
Mrs. Charles Wilson	1973
Manson Council	1971
Macon L. Holliday	1977

Appointed by Governor	
W. L. Howell	1975
L. H. Wynn	1973
J. A. Everett	1977
Charles B. Griffin, Jr.	1971

ADMINISTRATIVE STAFF

E. M. Hunt	President
Larry C. Roberson	Director of Continuing Education
William D. Harrison	Director of Evening Programs
Joe W. Widenhouse	Director of Student Personnel
R. Rudolph Everett	Director of Vocational-Technical Programs
Hazel Frady	Bookkeeper
Annie J. Bond	Librarian
Crethie S. White	Guidance Counselor

FACULTY

James B. Banks	Drafting
Clarence E. Biggs	Supervision
Harold J. Briley	Learning Lab Coordinator
Charlotte C. Brown	English
Robbie N. Dail	Business Education
B. Hoy Daniel	Building Trades
H. Ray Hendricks	Forest Management
Margaret S. Hunt	Science
Lois T. Johnson	Cosmetology
Elizabeth B. Price	Secretarial Science
James H. Revels	Automotive Mechanics
Constance L. Rhem	Mathematics
Barbara H. Ross	Secretarial Science
Christine Satterwhite	Cosmetology
H. Donnell Smith	Forest Management
Thomas L. Speller	Automotive Body Repair
Thelma C. Wynne	Assistant Lab. Coordinator

SECRETARIAL STAFF

Myra R. Bailey	Secretary to the President
Donna R. Mills	Secretary to the Director of Technical and Vocational Education
Marie T. Bailey	Secretary to the Director of Continuing Education
Fondella S. Green	Secretary to MDTA Programs
Carolyn H. Mills	Secretary to the Director of Student Personnel Services

General Information

GENERAL INFORMATION

HISTORY OF THE INSTITUTE

Martin Technical Institute was established by the North Carolina General Assembly of 1967. The institute was officially established on March 1, 1968, when Dr. E. M. Hunt assumed the office of President. The establishment of this institute was part of the statewide system of institutions administered by the North Carolina Department of Community Colleges. Therefore, Martin Technical Institute is authorized to award the Associate in Applied Science Degree to students completing a technical program and a diploma to those completing a vocational program. In 1968, the people of Martin County approved a bond issue to provide modern facilities for the institute. Ground breaking for the new buildings took place in the spring of 1970.

On July 23, 1969, the Department of Community Colleges approved the transition of Martin Technical Institute from a dependent or contracted unit to an independent or chartered technical institute. This change was made possible by a favorable vote of the people of Martin County on June 21, 1969. Therefore, Martin Tech became the first of the contracted units created by the 1967 Legislature to successfully make the change to chartered status.

Martin Technical Institute currently offers occupational education programs leading to employment, general adult education, and a variety of courses to serve the community. The Institute is administered by a Board of Trustees composed of twelve business, industrial, educational, and civic leaders. Financial support is provided by public funds from local, State and Federal sources and tuition from students.

PURPOSE

The purpose of the school is to provide comprehensive educational opportunities for young people and adults in the area. The doors are open to all above the usual high school age and to school drop-outs above sixteen. The school aspires to help each according to his need and interest to live in and contribute to a democratic and free society. The school recognizes that all who come through its doors will not be academically prepared to be successful in the program of their choice, and consequently will not be able to perform in keeping with high standards of excellence that would be desirable under other circumstances. However, the school is dedicated to the philosophy that these people must also be served — that the open door must never become a revolving door — that it is an obligation and an opportunity to start all students on the level they come to the school and carry them as far as possible while they are enrolled.

LOCATION AND FACILITIES

Martin Technical Institute is conveniently located one mile west of Williamston, North Carolina on Highway 64.

The physical plant consists of two buildings containing 54,000 square feet. This space is used to provide realistic instruction in air-conditioned classrooms, laboratories, and shops.

The library has a collection of over 5,000 volumes, as well as special resource materials selected by a professional librarian in consultation with faculty and administrative personnel. The library is open to persons in business, industry and the community for reference materials not available at other libraries in the area.

A student lounge area is provided for the convenience of students.

The Institute operates a bookstore from which the students may purchase necessary textbooks and supply items.

Students who desire living accommodations may make arrangements in the local community area. Assistance is available from the Office of Student Personnel in locating living accommodations. The Institute does not provide dormitory facilities.

ACCREDITATION

Martin Technical Institute operates with full approval of the North Carolina State Board of Education.

The Institute is a correspondent to the Southern Association of Schools and Colleges, and is in pursuit of accreditation and membership at the earliest possible date.

CHANGES IN REGULATIONS

Martin Technical Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary.

STUDENT CONDUCT

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize the behavior of mature ladies and gentlemen.

Students will be governed by such rules and regulations as may be established by the administration and the Student Government Association.

The Institute does not permit the use or possession of alcoholic beverages or hallucinatory drugs on the campus or at Institute sponsored functions. Violation of rules and regulations may subject the student to disciplinary measures or dismissal.

ADMISSION PROCEDURES

Applicants to occupational education programs are encouraged to complete admission procedures as early as possible. Applications will be accepted from high school students during the senior year. Others may apply at any time preceding enrollment.

Application forms and detailed information on programs of instruction may be secured by writing to:

Director of Student Personnel
Martin Technical Institute
P. O. Drawer 866
Williamston, North Carolina 27892

A high school diploma or the equivalent is required for admission to all two-year programs. High school graduation or the equivalent is not required for admission to trade education programs.

The admission procedure for all occupational education programs requires that the student:

1. Application and Application Fee
   Complete the Application for Admission and return it with the application deposit of $5.00. The application deposit is not refundable, but is applied toward the student's tuition for the first quarter of attendance.

2. Transcripts
   Students should request the high school and all other higher educational institutions attended to forward a transcript of their work to Martin Technical Institute.

3. Placement
   Report to the Institute for a placement test and interview when scheduled, or notify the Institute to request another appointment. Each applicant is notified in writing when he has been placed in a program of instruction.

REGISTRATION

The Institute operates on the quarter system. All students are expected to register during the time scheduled for that purpose. Registration dates are listed in the Calendar of Events published in the front of this catalog.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students upon enrollment are as follows:

TECHNICAL, VOCATIONAL AND GENERAL EDUCATION PROGRAMS

Tuition fee for full-time students: $32.00 per quarter. For part-time students the rate is $2.50 per credit hour with a maximum tuition charge of $32.00 per quarter.

ADULT EDUCATION AND EXTENSION COURSES

No registration fee or tuition will be charged for these courses. However, instructional material fees may be charged and vary according to the course offered.

RESIDENT STUDENTS

A resident student is generally defined as one whose legal residence must have been in North Carolina for at least six months immediately prior to enrollment or re-enrollment in an institution of higher education.

OUT-OF-STATE STUDENTS

Entrance requirements and admission procedures for persons who reside outside the State of North Carolina are the same as for residents. Tuition for non-residents is two and one-half times that of residents.

APPLICATION DEPOSIT

A deposit of $5.00 should accompany the application for admission. This is credited toward the student's tuition charges due at registration. This advance payment is not refundable.

STUDENT ACTIVITY FEE

All full-time students are required to pay an activity fee of $5.00 for each quarter. This fee is used to support the Student Activities Program.

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies vary according to the program of study, but average about $30.00 per quarter for full-time students. These items may be purchased from the Bookstore.

ACCIDENT INSURANCE

Accident insurance, covering hours in school and transportation to and from school, is available for $3.00 per year.

REFUNDS

Tuition and activity fee refunds will be made only if the student is, in the judgment of the administration, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition and the full amount of activity fee may be refunded, providing the student withdraws within ten calendar days after the first day of classes as published in the Calendar of Events. Refunds are not authorized after that time.

In compliance with federal regulations, students who are veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapters 33 and 35 will be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal.

FINANCIAL AID

Martin Technical Institute attempts to assist students to meet their financial needs for occupational education. This is done through a program of financial aid which includes many forms of assistance.

The Institute serves as a referral agency for:
  Veterans Benefits
  Social Security
  Vocational Rehabilitation
  Department of Public Welfare
  Employment for part-time work
  Bryan Foundation Student Loan Plan

The Institute serves as a disbursing or coordinating agency for:
  Scholarships
  Vocational Work-Study Programs
  Educational Opportunity Grants

Financial aid is allocated to students on the basis of financial need. Information and application forms are available at the Office of Student Personnel. The amount and kind of aid is determined through consultation with the students. Students needing financial assistance should apply early in the year preceding the date of expected enrollment.

STUDENT SERVICES

Martin Technical Institute offers a program of student services designed to meet the needs of students. These services are administered by the Office of Student Personnel and are available upon request.

COUNSELING

The counseling service has been established to give professional assistance to students. The staff is comprised of trained counselors who are qualified to help individuals assess and understand their abilities, aptitudes, interests and other characteristics.

Each full-time student is assigned a faculty advisor who assists the student with specific course planning and registration. Other counseling is offered through the Office of Student Personnel.

Students are welcome at the counselor's office at any time a personal problem arises which could affect their progress in school.

TESTING

Each applicant to Martin Technical Institute is given a series of aptitude and achievement tests. The results of these tests are used prior to registration to help the student plan an appropriate program of study.

STUDENT ORIENTATION

All new students participate in an orientation program designed to acquaint them with Martin Technical Institute's administrative officers, faculty and others they will need to know. Rules, policies and privileges are discussed.

DRAFT DEFERMENT

Draft deferment forms are mailed to any student's Selective Service Board upon request after he registers for the first quarter. Vocational and Technical students are deferred under the same regulations as college students. The school is under obligation to notify the board should the student's attendance or quality of work become unsatisfactory.

STUDENT ACTIVITIES

Martin Technical Institute offers its students the opportunity to participate in a variety of activities. Student activities are considered an integral part of the student's total educational experience.

The Student Government Association gives the students an opportunity to gain practical experience in the democratic process through participation in a program of self government. The purpose of the Student Government Association is to provide the means for responsible and effective student participation in the organization and control of student affairs. The Student Government Association is composed of all full-time students. Part-time students may elect to join the Association. The constitution and activities of the Association are subject to approval and sanction of the administration of the Institute.

VETERANS AFFAIRS

Veterans are invited to take advantage of the guidance services and educational programs offered by the Institute. All occupational curriculum programs are approved for veterans education benefits. Martin Technical Institute cooperates with the Veterans Administration in assisting veterans. Children of disabled or deceased veterans may receive assistance in payment of tuition and fees. For information and application forms, students should contact their county Veteran Service Office.

PLACEMENT SERVICES

Every effort is made by school officials to help students find suitable employment, and to secure employees from graduates of the Institution for interested employers. This is not to imply that the school guarantees employment to any student or employees to any employer. There shall be no charges to industry nor to students for this service.

ACADEMIC REGULATIONS

DEGREE AND DIPLOMA REQUIREMENTS

Martin Technical Institute confers the Associate in Applied Science degree upon students who satisfactorily complete a two-year technical education program. The Diploma is awarded to students who satisfactorily complete a one-year vocational education program.

A student is scholastically eligible for graduation when he has satisfied the specific requirements of the Institute and the department in which he is enrolled, and has paid all financial obligations owed the Institute.

GRADING SYSTEM

Students enrolled at Martin Technical Institute will be graded by the following grade system:

Letter Equivalent	Numerical Grade	Evaluation
E	90-100	Excellent
G	80-90	Good
S	70-80	Satisfactory
P	Below 70	Poor
I	Incomplete	
W	Withdrawal	
AU	Audit	

COURSE LOAD

A full-time student is one who is carrying twelve or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter credits. Course schedules and course load should be carefully planned through consultation with a counselor and approved by the student's faculty advisors.

OUTSTANDING STUDENT AWARDS

These awards are made to the graduates who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance, and maturity of purpose during their program of instruction at Martin Technical Institute.

ATTENDANCE REQUIREMENTS

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions.

Each student has the full responsibility for accounting to his instructors for any class session missed. The instructor determines if the work missed can be made up.

COMMENCEMENT EXERCISES

Commencement exercises to award degrees and diplomas are held at the end of the Spring and Summer Quarters. The specific dates of commencement are listed in the Institute calendar. All students receiving degrees or diplomas are expected to attend commencement exercises unless excused by the Director of Student Personnel. A fee in the amount of $5.00 is charged each candidate for graduation to cover costs of diploma and cap and gown.

AUDITING COURSES

Students who wish to audit courses must register for such courses. Auditors receive no credit and are encouraged but not required to attend class, to participate in discussions, and to take examinations. Fees for auditors are the same as for regular students.

HONORS LIST

In order to honor outstanding students, the Honors List will be published each quarter. To qualify for the Honors List, a student must take a minimum work load of twelve quarter hours and maintain one-half of his grades in the ''E'' range with no grade lower than a ''G.''

SCHEDULE CHANGES

Any changes in schedule involving entrance into classes must be adjusted during the first week of classes and must be approved by the Director of Student Personnel.

Students should adhere to the following drop-add procedure:

1. A registration change form should be obtained from the Student Personnel Office.
2. The student completes the form, listing each course to be added and each to be dropped, (if he is withdrawing from the institution, all courses for which he is registered are to be listed as dropped courses.)
3. The student, his advisor, and the Director of Student Personnel all sign the form.
4. The student then takes the registration change to the Business Office for computation of refund or of additional fees.
5. The Business Office signs the change form.
6. Student returns completed form to Director of Student Personnel.

General Education Curriculum with College Transfer Option

GENERAL EDUCATION CURRICULUM
WITH
COLLEGE TRANSFER OPTION

GENERAL INFORMATION

This program is a cooperative effort between Martin Technical Institute, Williamston, North Carolina, and East Carolina University, Greenville, North Carolina. Martin Technical Institute provides the classroom facilities and East Carolina University provides the instructional faculty.

The two main objectives of this program are to provide the student with a general education in the humanities and social sciences leading to the two-year associate degree, and-or to provide the student with the freshman level of course work leading to the four-year baccalaureate degree.

DEGREES

Students enrolled in this program will be students at Martin Technical Institute. They will be pursuing the two-year Associate Degree in General Education. However, all courses listed in the first year of the program will be accepted at East Carolina University towards a four-year baccalaureate degree. A maximum of 48 quarter hours with at least a C average can be transferred to East Carolina University and will certify the student for full sophomore status, or he may continue his studies at Martin Technical Institute for the full two years. The student will then receive the Associate Degree in General Education.

It will be possible for a person to pursue this program on a part-time basis. However, in planning a part-time program, the student should remember that various courses must be taken in proper sequence.

ADMISSION REQUIREMENTS

The minimum admission requirements are an acceptable high school diploma or the high school equivalency certificate. Students under 21 years of age who have never taken the Scholastic Aptitude Test (SAT), will be encouraged to do so during the first year. Students who do not meet all academic requirements may be granted provisional admission to the program.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE EAST CAROLINA UNIVERSITY CAMPUS

Students must meet the following requirements if they desire to transfer to the East Carolina University Program on the basis of credits earned at Martin Technical Institute:

A. Must have earned a minimum of 35 quarter hours of transferrable credit.
B. Must have a C (2.0) average.
C. Must have completed English 30, History 50, and Math 65 with a grade of C or better on each of the three courses.

Students will be graded according to the East Carolina University grading system. For rules concerning class attendance, course requirements, and other general information, please refer to the East Carolina University catalog.

GENERAL EDUCATION

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours Credit
First Quarter		**Course Title**	**Class**	**Lab**	
()ENG	30	Composition	5	0	5
()HIS	50	American History to 1865	5	0	5
()MUS	120	Music Appreciation	2	0	2
()PHI	1	Introduction to Philosophy	3	0	3
			15	0	15
Second Quarter					
()ENG	31	Composition	5	0	5
()HIS	51	American History Since 1865	5	0	5
()SOC	110	Introduction to Sociology	5	0	5
MAT	45	General College Mathematics	5	0	Non Credit
			20	0	15
Third Quarter					
()HEA	1	Personal & Community Hygiene	5	0	5
()MAT	65	College Algebra	5	0	5
()POL	10	National Government	5	0	5
()PSY	50	General Psychology	3	0	3
			18	0	18
Fourth Quarter					
BIO	101	General Biology	3	3	4
T-ENG	204	Oral Communication	3	0	3
T-BUS	101	Introduction to Business	5	0	5
T-BUS	232	Sales Development	3	0	3
			14	3	15
Fifth Quarter					
BIO	102	General Biology	3	3	4
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
T-PSY	206	Applied Psychology	3	0	3
		Elective	3	0	3
			15	3	16
Sixth Quarter					
BIO	103	General Biology	3	3	4
T-ECO	108	Consumer Economics	3	0	3
T-BUS	134	Personal Development	2	2	3
T-BUS	110	Office Machines	2	2	3
		Elective	3	2	4
			13	9	17

()Courses offered under ECU contract

GENERAL EDUCATION COURSE DESCRIPTIONS

The contents of the General Education courses are outlined in the following course descriptions. Courses should be pursued in normal sequence.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." A "manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for every three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, the number of lecture hours, the number of laboratory hours each week, and the number of credit hours.

BIOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
BIO 101 General Biology	3	3	4

Analytical and molecular biology. Analysis of cell structures, activities and chemical composition including specialized cells and tissue of plants and animals. Structure and function of subcellular components. Energy and material balance. Developmental and evolutionary biology considered from molecular and genetic levels.

BIO 102 General Biology	3	3	4

Problems associated with biological organization. The diversity of organisms and their evolutionary origins. Structure and physiology of representative organisms. Information transfer in biological systems.

BIO 103 General Biology	3	3	4

A study of the biology of populations and communities (evolution and ecology) and a study of the origin and diversity of life.
Prerequisite: BIO 102 or instructor's approval.

BUSINESS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-BUS 101 Introduction to Business	5	0	5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

T-BUS 110 Office Machines	2	2	3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines and calculator.

T-BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

T-BUS 123 Business Finance 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

T-BUS 134 Personal Development 2 2 3

Designed to help the student recognize the importance of personal factors as they relate to job success. Emphasis is placed on poise, grooming, wardrobe planning, make-up, hair style, etiquette, and methods of self-improvement.

T-BUS 232 Sales Development 3 0 3

A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

ECONOMICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-ECO 108 Consumer Economics	3	0	3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

ENGLISH

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
30. Composition	5	0	5

An introduction to composition supplemented by parallel readings, a review of grammar, and a study of essays.

31. Composition 5 0 5

Intermediate composition, including a library paper. Introduction to short stories, poetry, and plays considered as literature and as problems of composition and models for themes. Parallel reading of novels.

Prerequisite for all courses in literature.

NOTE: English 30 and 31 (10 qh.) substitute for English 1, 2, and 3 (9 qh.) which are offered on the Greenville campus. Students who plan to transfer to the Greenville campus should complete both 30 and 31 before transferring.

T-ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

HEALTH AND PHYSICAL EDUCATION

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
1. **Personal and Community Hygiene**	5	0	5

Designed to acquaint students with basic physiology and anatomy as it relates to the objectives of everyday living.

HISTORY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
50. **American History to 1865**	5	0	5

A survey of the history of the United States from the discovery of America in 1492 to the end of the Civil War in 1865.

51. **American History Since 1865**	5	0	5

A survey of the history of the United States from the close of the Civil War to the present.

MATHEMATICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
45. **General College Mathematics**	5	0	0

An elementary college-level course in general mathematics. This course cannot be used to fulfill any degree requirements at East Carolina University.

65. **College Algebra**	5	0	5

This first course in college algebra covers the usual topics: sets, linear, quadratic, polynomial, and exponential functions, inequalities, permutations, combinations, and the binomial theorem.

MUSIC

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
120. **Music Appreciation**	2	0	2

An introduction to all phases of music and fundamentals which aid in the development of an appreciation of music.

PHILOSOPHY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
1. **Introduction to Philosophy**	3	0	3

Plato's early and middle dialogues.

POLITICAL SCIENCE

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
10. **National Government**	5	0	5

A study of American national government with emphasis on basic concepts, structure, powers, procedures and problems.

PSYCHOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
50. General Psychology	3	0	3

Prerequisite to all other Psychology courses. The fundamental principles underlying human behavior.

T-PSY 206 Applied Psychology	3	0	3

A study of the principles of psychology that will lead to the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and as a member of the general community.

SOCIOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
110. Introduction to Sociology	5	0	5

A survey of the field of sociology; its nature, concepts and principles; society, culture, socialization, groups, institutions and organizations, the class system, social change, social processes.

SUGGESTED ELECTIVES

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-ECO 102 Economics	3	0	3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-ECO 104 Economics	3	0	3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

T-EDP 104 Introduction to Data Processing Systems	3	2	4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

T-PSY 112 Personality Development	3	0	3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Technical Education

AGRICULTURAL BUSINESS

PURPOSE OF CURRICULUM

Rapid technological changes in farming and related agricultural businesses have given rise to the need for more technically trained people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, and distributing of farm products and providing services to the farmer. Many responsible positions in agricultural businesses and industries require technical training not available in high schools or in four-year colleges.

The Agricultural Business Curriculum is designed to help students acquire knowledge, understandings, and abilities in the broad field of agricultural business, including agricultural production. It combines knowledge of agriculture with business training to prepare the graduate for many of the varied employment opportunities in agriculture.

JOB DESCRIPTION

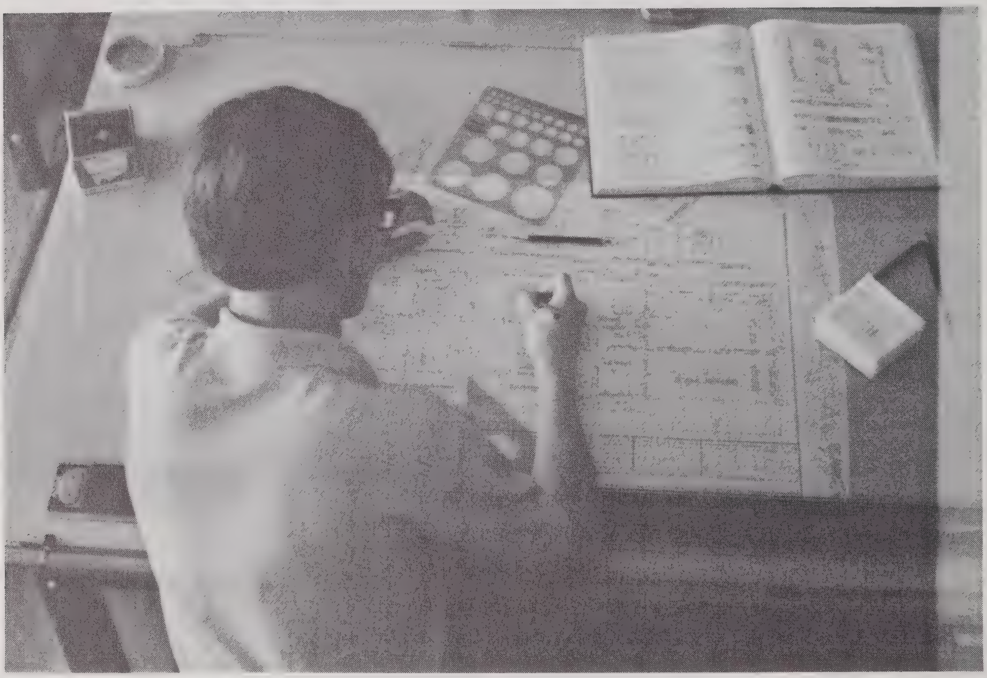
As agricultural business and industry firms expand in size and number they are experiencing rapid changes in technologies of production, sales, and management, in an increasingly competitive environment. Future employees of such firms must be prepared to understand these changes and adapt themselves accordingly. Successful completion of this curriculum should enable a person to assume responsibilities in an agricultural firm and should enable him to advance within such a business.

Upon graduation from this curriculum an individual should qualify for various jobs in agricultural business and industry such as salesman or store manager in farm supply stores; agricultural field serviceman; salesman, demonstrator or plant manager of feed and food companies; farm products inspector; salesman, or office managers of farm products marketing firms.

AGRICULTURAL BUSINESS

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours
First Quarter		**Course Title**	**Class**	**Lab**	**Credit**
T-ENG	101	Grammar	3	0	3
T-BUS	101	Introduction to Business	5	0	5
T-MAT	110	Business Mathematics	5	0	5
T-AGR	125	Animal Science	5	2	6
			18	2	19
Second Quarter					
T-ENG	102	Composition	3	0	3
T-AGR	185	Soil Science and Fertilizers	5	2	6
T-BUS	120	Accounting	5	2	6
T-AGR	104	Introduction to Agricultural Economics	3	2	4
			16	6	19
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-AGR	170	Plant Science	5	2	6
			15	6	18
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-BUS	123	Business Finance	3	0	3
T-BUS	232	Sales Development	3	0	3
T-AGR	204	Farm Business Management	5	2	6
		Elective	3	0	3
			17	2	18
Fifth Quarter					
T-AGR	205	Agricultural Marketing	5	2	6
T-AGR	201	Agricultural Chemicals	5	2	6
		Social Science Elective	3	0	3
		Elective	3	0	3
			16	4	18
Sixth Quarter					
T-AGR	228	Livestock Diseases and Parasites	3	2	4
T-AGR	218	Agricultural Mechanization	3	2	4
		Social Science Elective	3	0	3
		Elective	5	0	5
			14	4	16
		Total Quarter Hours in Courses			97
		Electives (Minimum)			11
		Total			108



ARCHITECTURAL TECHNICIAN

PURPOSE OF CURRICULUM AND JOB DESCRIPTION

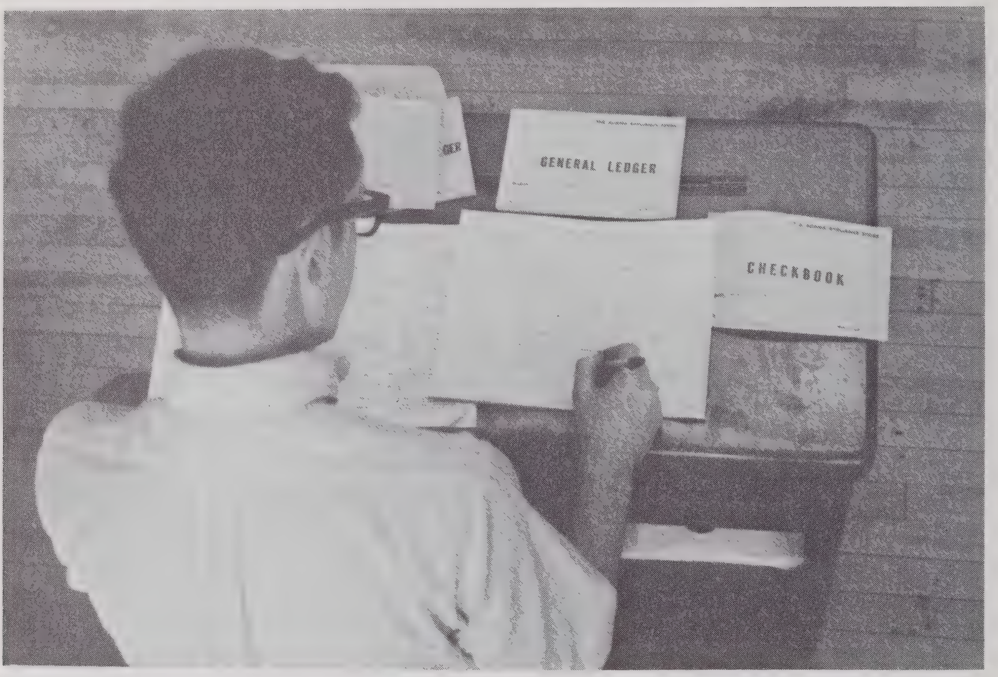
Architectural drafting technicians are concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction purposes. He may prepare floor plans, elevation drawings, construction details, mechanical equipment layouts, door, window, and room schedules, and site plans. The drafting technician will be involved in work requiring a knowledge of building codes, specifications, and contract documents.

With experience, the technician may be involved in estimating, field inspection, or in collecting site data and other information pertinent to construction.

ARCHITECTURAL TECHNICIAN

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
T-ENG	101	Grammar	3	0	3
T-MAT	100-M	Introduction to Technical Math	5	0	5
T-PHY	101	Physics: Properties of Matter	3	2	4
T-DFT	106	Architectural Drafting	2	6	4
T-CIV	105	Architectural Materials & Methods	3	3	4
			16	11	20
Second Quarter					
T-ENG	102	Composition	3	0	3
T-MAT	101	Technical Mathematics	5	0	5
T-PHY	104	Physics: Light and Sound	3	2	4
T-DFT	107	Architectural Drafting	2	6	4
T-AHR	106	Architectural Mechanical Equipment	3	3	4
			16	11	20
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-MAT	102	Technical Mathematics	5	0	5
T-PHY	103	Physics: Electricity	3	2	4
T-DFT	108	Architectural Drafting	0	9	3
T-CIV	114	Statics	5	0	5
			16	11	20
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-MAT	103	Technical Mathematics	5	0	5
T-CIV	216	Strength of Materials	3	2	4
T-DFT	220	Architectural Drafting	2	9	5
T-CIV	101	Surveying	2	6	4
			15	17	21
Fifth Quarter					
T-DFT	221	Architectural Drafting	2	9	5
T-DFT	233	Office Practice Seminar	2	0	2
T-DFT	235	Codes, Specifications and Contract Documents	3	3	4
		Social Science Elective	3	0	3
			10	12	14
Sixth Quarter					
T-DFT	222	Architectural Drafting	2	9	5
T-DFT	236	Construction Estimating and Field Inspecting	3	3	4
		Social Science Elective	3	0	3
		Elective (Minimum)	3	0	3
			11	12	15
		Total Quarter Hours in Courses			107
		Electives (Minimum)			3
		Total			110



BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

JOB DESCRIPTION

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in the various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation and communications.

BUSINESS ADMINISTRATION

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours
First Quarter		**Course Title**	**Class**	**Lab**	**Credit**
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19
Second Quarter					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			17	2	18
Fifth Quarter					
T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			15	2	16
Sixth Quarter					
		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			18	2	19
		Total Quarter Hours in Courses			96
		Electives (Minimum)			12
		Total			108

FISH AND WILDLIFE MANAGEMENT

Approval Pending

PURPOSE OF CURRICULUM AND JOB DESCRIPTION

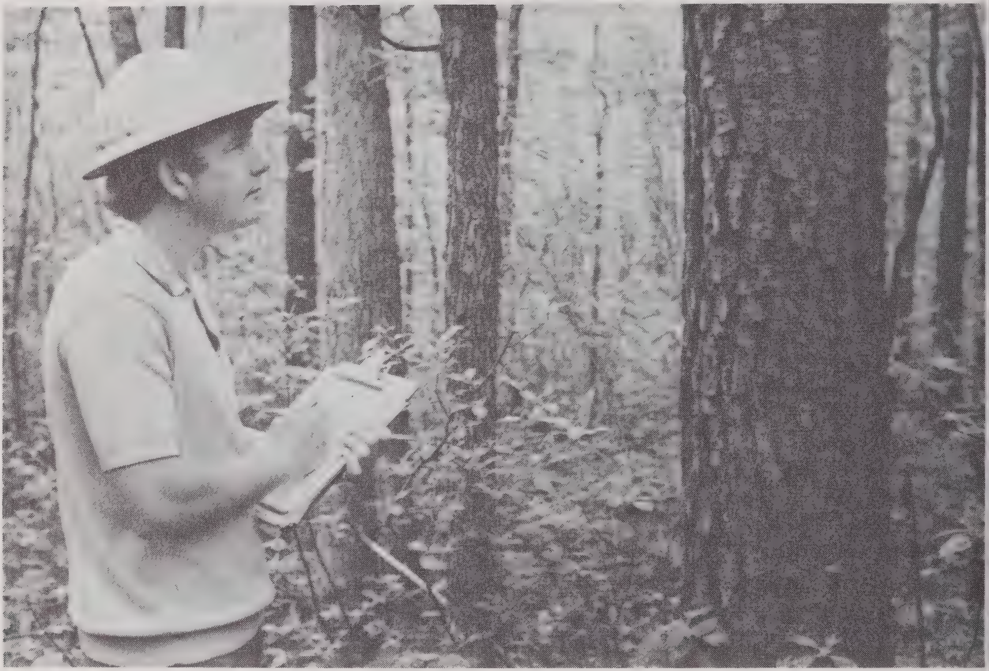
Because of the expanding workload and new technical knowledge in this field, there is now an increasing demand for indiviuals who have been trained at the technical level in the scientific management of fish and wildlife. These technicians not only must acquire the skills necessary to work with and manipulate animals but must have a reasonable background of knowledge as to the "why's" for their work.

Man has finally begun to realize the great importance of his responsibility to nature, and educational plans have been initiated to train individuals who can guide others into properly maintaining and preserving our natural resources. Fish and wildlife biologists, game protectors, and game managers are only a few of the areas of specialization.

This curriculum is designed to enhance this important field by the addition of trained technicians who will be qualified to enter positions at the technical level with federal and state agencies as well as with private fish and wildlife industries.

FISH AND WILDLIFE MANAGEMENT
Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours Credit
First Quarter		**Course Title**	**Class**	**Lab**	
T-ENG	101	Grammar	3	0	3
T-MAT	100-M	Introduction to Technical Math	5	0	5
T-DFT	101	Technical Drafting	0	6	2
T-FOR	103	Safety and Woodsmanship	0	3	1
T-AGR	195	Agricultural Orientation	2	0	2
T-WLF	102	Fish and Wildlife Identification	2	3	3
T-FOR	107	Tree Identification	1	6	3
			13	18	19
Second Quarter					
T-ENG	102	Composition	3	0	3
T-MAT	101	Technical Mathematics	5	0	5
T-CHM	101	Chemistry	4	2	5
T-WLF	112	Pollution	2	0	2
T-FOR	105	Forest Soils	2	3	3
T-DFT	120	Topographic Drawing	2	3	3
			18	8	21
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-AGR	170	Plant Science	5	2	6
T-CIV	101	Surveying	2	6	4
T-WLF	107	Land & Aquatic Plant Identification	1	6	3
T-PSY	206	Applied Psychology	3	0	3
			14	4	19
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-BUS	115	Business Law	3	0	3
T-WLF	204	Fishery Management	4	6	6
T-WLF	207	Marine & Estaurine Studies	2	3	3
T-WLF	206	Water Safety & Boating Skills	2	3	3
			14	12	18
Fifth Quarter					
T-AGR	299	Recreation	3	0	3
T-FOR	212	Forest Aerial Photography Interpretation	2	3	3
T-WLF	201	Biopolitics	3	0	3
T-WLF	202	Wildlife Management I	2	3	3
		Elective	3	0	3
		Elective	3	0	3
			16	6	18
Sixth Quarter					
T-WLF	203	Wildife Management II	2	3	3
T-WLF	209	Wildlife Field Seminar	0	12	4
T-WLF	210	Wildlife Zoology	2	2	3
T-WLF	205	Ecology	3	0	3
T-WLF	208	Survey, Census & Inventory Techniques	3	3	4
			10	20	17
		Total Quarter Hours in Courses			106
		Electives (Minimum)			6
		Total			112



FOREST MANAGEMENT

PURPOSE OF CURRICULUM

Forestry is the scientific management of forest lands for the continuous production of the many goods and services which man obtains from them. Forest lands produce wood and other products necessary to man; prevent soil erosion and regulate stream flow and water supply; constitute a home for wildlife; and serve as recreation areas for millions of persons.

Broad technological advancements have been made in the field of forestry during the past decade, these advances have resulted in the need for trained forest technicians to assist the professional forester in the various activities related to the production of our natural forests for maximum income, use, and service and at the same time conserve our water and forests. The professional forester is trained as forest scientist. The public forest agencies as well as the forest industries need technicians to assist their professional personnel.

JOB DESCRIPTION

Graduates should be qualified for entry into positions as Forest Technicians with Federal and State Forestry Agencies and private forest industries. The graduate will have abilities in: timber cruising and marking trees, forest surveying, log and tree scaling, procuring forest products, supervising forest cutting operations, locating and maintaining forest roads and improvements, forest protection, operating forestry equipment, preparing records, and performing various related technical activities.

FOREST MANAGEMENT

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
T-MAT	100-M	Introduction to Technical Math	5	0	5
T-ENG	101	Grammar	3	0	3
T-FOR	101	General Forestry	3	0	3
T-DFT	101	Technical Drafting	0	6	2
T-FOR	107	Tree Identification	1	6	3
T-FOR	103	Safety and Woodsmanship	0	3	1
			12	15	17
Second Quarter					
T-MAT	101	Technical Mathematics	5	0	5
T-ENG	102	Composition	3	0	3
T-FOR	105	Forest Soils	2	3	3
T-FOR	104	Forest Tree Measurements	2	6	4
T-AGR	129	Wildlife Science	3	3	4
			15	12	19
Third Quarter					
T-FOR	206	Timber Cruising	2	9	5
T-ENG	103	Report Writing	3	0	3
T-FOR	102	Forest Botany and Ecology	5	3	6
T-FOR	109	Applied Silviculture	3	6	5
()			13	18	19
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-CIV	101	Surveying	2	6	4
T-FOR	216	Forest Equipment	3	3	4
T-ECO	102	Economics	3	0	3
T-DFT	120	Topographic Drawing	2	3	3
			13	12	17
Fifth Quarter					
T-FOR	212	Forest Aerial Photography Interpretation	2	3	3
T-FOR	214	Forest Improvements	2	3	3
T-FOR	210	Logging	2	6	4
T-FOR	208	Forest Surveying	2	3	3
T-BUS	115	Business Law	3	0	3
		Social Science Elective	3	0	3
			14	15	19
Sixth Quarter					
T-FOR	219	Forest Recreation	3	0	3
T-FOR	215	Forest Insects and Diseases	2	3	3
T-FOR	217	Forest Fire Control	2	3	3
T-FOR	218	Forest Field Seminar	0	12	4
		Social Science Elective	3	0	3
		Elective	3	0	3
			13	18	19
		Total Quarter Hours in Courses			107
		Electives (Minimum)			3
		Total			110

() Approved work experience is required at end of first year of study.

SECRETARIAL-EXECUTIVE

PURPOSE OF CURRICULUM

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretarial Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world.

JOB DESCRIPTION

The graduate of the Executive Secretarial Curriculum should have a knowledge of business terminology, skill in dictation, and accurate transcription of business letters and reports. The graduate may be enployed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

SECRETARIAL — EXECUTIVE

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours Credit
First Quarter		**Course Title**	**Class**	**Lab**	
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (or Elective)	3	2	4
			18	5	20
Second Quarter					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			13	7	16
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206-E	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17
Fifth Quarter					
T-ENG	206	Business Communication	3	0	3
T-BUS	207-E	Dictation and Transcription (Executive)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			18	4	20
Sixth Quarter					
		Social Science Elective	3	0	3
T-BUS	208-E	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			15	2	16
		Total Quarter Hours in Courses			96
		Electives (Minimum)			12
		Total			108

TECHNICAL COURSE DESCRIPTIONS

The contents of Technical courses are outlined in the following course descriptions. First year courses are numbered 100 through 199 and second year courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." A "manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for every three of these laboratory hours: one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, the number of lecture hours, the number of laboratory hours each week, and the number of credit hours.

AGRICULTURAL

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-AGR 104 Introduction to Agricultural Economics	3	2	4

An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.

T-AGR 125 Animal Science	5	2	6

An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, and feeding.

T-AGR 129 Wildlife Science	3	3	4

An introduction to the major principles of Wildlife Management. Includes the study of selected birds, game animals and fish: Fishpond management, plants of value to wildlife and laws governing wildlife.

T-AGR 170 Plant Science	5	2	6

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

T-AGR 185 Soil Science and Fertilizers	5	2	6

A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil, and conservation of soil fertility.

T-AGR 195 Agricultural Orientation 2 0 2

An introduction to agricultural and biological education with emphasis towards improving the student's understanding of the technical areas of instruction.

T-AGR 201 Agricultural Chemicals 5 2 6

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control.

T-AGR 204 Farm Business Management 5 2 6

A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the highest net revenue. Relationship between size, efficiency and income of a farm. Review of procedures for evaluating the efficiency of the manager.

Prerequisite: T-AGR 104

T-AGR 205 Agricultural Marketing 5 2 6

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco.

Prerequisite: T-AGR 104

T-AGR 218 Agricultural Mechanization 3 2 4

A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders, and mixers, storage facilities, materials handling systems and other labor-saving devices.

T-AGR 228 Livestock Diseases and Parasites 3 2 4

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.

Prerequisite: T-AGR 125

T-AGR 299 Recreation 3 0 3

Principles and problems involved in the planning of private resources and in the utilization of our natural resources for recreational purposes.

AIR CONDITIONING

Cl. Hrs. Lab Hrs. Qtr. Hrs.

T-AHR 106 Architectural Mechanical Equipment 3 3 4

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs.

BUSINESS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-BUS 101 Introduction to Business	5	0	5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

T-BUS 102 Typewriting 2 3 3

Intorudction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tablulations, and manuscripts.

T-BUS 103 Typewriting 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104 Typewriting 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS. 103 or the equivalent. Speed requirement, 40 words per minute for 5 minutes.

T-BUS 106 Shorthand 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

T-BUS 107 Shorthand 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand 3 2 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107.

T-BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard adding machines, and calculator.

T-BUS 112 Filing 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

T-BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

T-BUS 116 Business Law 3 0 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-BUS 120 Accounting 5 2 6

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 121 Accounting 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 123 Business Finance 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study if made of short-term, long-term, and consumer financing.

T-BUS 124 Business Finance 3 0 3

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 205 Advanced Typewriting 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206-E Dictation and Transcription (Executive) 3 2 4

Develops the skill of taking dictation and transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for three minutes on new material.

Prerequisite: T-BUS 108.

T-BUS 207E Dictation and Transcription (Executive) 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for three minutes on new material.

Prerequisite: T-BUS 206.

T-BUS 208E Dictation and Transcription (Executive) 3 2 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

T-BUS 211 Office Machines 2 2 3

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

T-BUS 214 Secretarial Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-BUS 229 Taxes 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use excise, and inheritance.

Prerequisite: T-BUS 121.

T-BUS 232 Sales Development 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

T-BUS 235 Business Management 3 0 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements.

T-BUS 239 Marketing 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

T-BUS 243 Advertising 3 2 4

The role of advertising in a free economy and its place in the media of mass communication. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

T-BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

T-BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

CHEMISTRY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-CHM 101 Chemistry	4	2	5

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory or metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry.

CIVIL TECHNOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-CIV 101 Surveying	2	6	4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.

Prerequisites: T-MAT 101, T-DFT 101.

T-CIV 105 Architectural Materials and Methods	3	3	4

Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard sizes of structural materials, and construction techniques are included.

T-CIV 114 Statics	5	0	5

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity, centroids, and moment of inertia.

Prerequisite: T-MAT 102.

T-CIV 216 Strength of Materials	3	2	4

Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.

Prerequisites: T-CIV 114, T-MAT 103

DRAFTING

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-DFT 101 Technical Drafting	0	6	2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drawing equipment, lettering, freehand orthographic and pictorial sketching, geometrics construction, orthographic instrument drawing of principal views and standards and practices of dimensioning. The principles of isometric oblique and perspective are introduced.

T-DFT 106 Architectural Drafting	2	6	4

A course designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views. Projection problems dealing with principles of descriptive geometry involving points, lines, planes, and connectors. The principles of isometric, oblique and perspective drawings are introduced.

T-DFT 107 Architectural Drafting 2 6 4

Development of techniques in architectural lettering, symbols, and their interpretation; dimensioning, freehand and instrument drafting. Drawing of construction details, using appropriate materials symbols and connections. Sections, scale details and full-size details will be prepared from preliminary sketches. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views; intersections and developments.

Prerequisite: T-DFT 106

T-DFT 108 Architectural Drafting 0 9 3

An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.

Prerequisites: T-DFT 107, T-AHR 106, T-CIV 105

T-DFT 120 Topographic Drawing 2 3 3

Application of drawing techniques to land surveying, including boundaries, roads, buildings, and elevations.

Prerequisite: T-DFT 101.

T-DFT 220 Architectural Drafting 2 9 5

Drawing of structural plans and details as prepared for building construction including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

Prerequisite: T-DFT 108.

T-DFT 221 Architectural Drafting 2 9 5

Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

Prerequisite: T-DFT 220.

T-DFT 222 Architectural Drafting 2 9 5

Preparation of the complete set of working drawings for the architectural structure. Preparation of millwork drawings, cabinets and built-in equipment detail drawings, and door, window, and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made.

Prerequisites: T-DFT 221, T-CIV 101, T-DFT 235.

T-DFT 233 Office Practice Seminar 2 0 2

A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.

T-DFT 235 Codes, Specifications and Contract Documents	3	3	4

A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.
Prerequisite: T-DFT 220

T-DFT 236 Construction Estimating and Field Inspecting	3	3	4

Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractors' estimates, overhead cost, and bid and contract procedures. Detailed inspection of the construction by comparing finished work to the specifications.
Prerequisite: T-DFT 235.

ECONOMICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-ECO 102 Economics	3	0	3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-ECO 102 Economics	3	0	3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Prerequisite: T-ECO 102.

ELECTRONIC DATA PROCESSING

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-EDP 104 Introduction to Data Processing Systems	3	2	4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

ENGLISH

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-ENG 101 Grammar	3	0	3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling, Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.
Prerequisite: T-ENG 101.

T-ENG 103 Report Writing 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.
Prerequisite: T-ENG 102.

T-ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.
Prerequisite: T-ENG 101.

T-ENG 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
Prerequisite: T-ENG 102.

FORESTRY

Cl. Hrs. Lab Hrs. Qtr. Hrs.

T-FOR 101 General Forestry 3 0 3

An introduction to forests and forestry. The relationships of the forest and its use to the welfare of mankind is stressed. The student is given insight into the several branches of forestry through lecture, demonstrations and visual aids.

T-FOR 102 Forest Botany and Ecology (Silvics) 5 3 6

Basic botany oriented to forest vegetation. An investigation into the internal and external structure of plants and trees and the basic function of the various parts of trees. Basic plant classification is introduced. Includes a study of the members of the forest community. The relations of the forest to its environment, the effect of trees on each other, on other vegetation, and the use of ecology.
Prerequisite: None

T-FOR 103 Safety and Woodsmanship 0 3 1

Principles of safety and first aid associated with living and working in forested areas. The proper clothing, personal equipment, and survival under adverse conditions is stressed. Travel by foot and vehicles on hazardous terrain and under adverse conditions are emphasized. Search and rescue operations are demonstrated and practiced.

T-FOR 104 Forest Tree Measurements 2 6 4

The course is designed to familiarize the student with the various measurements made in forestry. Skills are developed in the techniques of measuring standing and felled trees as well as other products of forest lands. Emphasis is given to quality as well as quantity.
Prerequisite: T-FOR 101.

T-FOR 105 Forest Soils 2 3 3

An introduction to basic soils as applied to forest. Principles of soil conservation and forest soil reclamation: Forest soil management and the effects of soil conditions on forest growth.

T-FOR 107 Tree Identification 1 6 3

Classification of trees and field identification of selected species of trees. Instruction includes uses and silvical characteristics.

T-FOR 109 Applied Silviculture 3 6 5

Deals with the technical details of tree crop production; the theory and practice of controlling forest establishment, composition and growth. An applied science.

Prerequisite: T-FOR 102.

T-FOR 206 Timber Cruising 2 9 5

Measuring the resources of the forest as to quantity and quality. Emphasis is on the entire forest tract or a portion thereof rather than the individual tree. The use of cruising systems and ocular estimates are covered.

Prerequisite: T-FOR 104.

T-FOR 208 Forest Surveying 2 3 3

Relocation of old corners and lines and the legal aspects of land surveys. Forest road layout.

Prerequisite: T-CIV 101.

T-FOR 210 Logging 2 6 4

Planning and cost control, logging production, labor, hand tools, cutting, land transport, water transport, wood storage.

T-FOR 212 Forest Aerial Photography Interpretation 2 3 3

Science of use of aerial photographs in forestry, obtaining and handling aerial photos, photo specifications, stereoscopy, measuring aerial photographs, stand classification from photographs, combining aerial and ground survey.

Prerequisite: T-DFT 101, T-DFT 120.

T-FOR 214 Forest Improvements 2 3 3

An introduction to man-made structures and improvements in the forests. Materials, structures, roads, tools, methods, and plans are covered. Contract operations and internal operations are compared.

T-FOR 215 Forest Insects and Diseases 2 3 3

The study of the primary forest insects and diseases and control methods. Includes field identification of certain insects and diseases.

Prerequisite: T-FOR 101.

T-FOR 216 Forest Equipment 3 3 4

The selection, maintenance, and use of equipment for forest land management, such as heavy logging, firefighting, land preparation equipment, and vehicles. Radio networks and operations and the trend to mechanization are included.

T-FOR 217 Forest Fire Control 2 3 3

A study of the main causes of forest fire, preventative measures, and methods of controlling forest fires. Includes field exercise with modern forest fire equipment.

T-FOR 218 Forest Field Seminar 0 12 4

An extended field laboratory where the student visits operating forest product industries and land management organizations.

T-FOR 219 Forest Recreation 3 0 3

Principles and problems involved in the utilization of our natural resources for recreational purposes.

MATHEMATICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-MAT 100-M Introduction to Technical Math	5	0	5

This course is designed to prepare students wishing to enter T-MAT 101 but have had only general high school mathematics or need an arithmetic refresher.

T-MAT 101 Technical Mathematics 5 0 5

The real number system is developed in an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular co-ordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of principles to practical problems is stressed.

T-MAT 102 Technical Mathematics 5 0 5

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, the binomial theorem, complex numbers, solution of oblique triangles, and graphs or trigonometric functions are studied in depth.
Prerequisite: T-MAT 101.

T-MAT 103 Technical Mathematics 5 0 5

The fundamental concepts of analytical geometry; differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.
Prerequisite: T-MAT 102

T-MAT 110 Business Mathematics 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest, and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

PHYSICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-PHY 101 Physics: Properties of Matter	4	2	5

A foundation course in general physics, treating the atomic theory of matter; properties of solids, liquids, gases; fluid in motion; Newton's Law of Motion; concepts of force, mass, weight, vector, momentum, centrifugal and centripetal forces, speed, velocity, acceleration. Laboratory experiments deal with these topics.

T-PHY 103 Physics: Electricity	3	2	4

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.

Prerequisites: T-MAT 102, T-PHY 101.

T-PHY 104 Physics: Light and Sound	3	2	4

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.

Prerequisites: T-MAT 101, T-PHY 101.

PSYCHOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-PSY 206 Applied Psychology	3	0	3

A study of the principles of psychology that will lead to the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and as a member of the general community.

WILDLIFE

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
T-WLF 102 Fish and Wildlife Identification	2	3	3

Taxonomy and distribution of the various species of fish and wildlife and their requirements for food, cover, and survival.

T-WLF 107 Land and Aquatic Plant Identification	1	6	3

Taxonomy and distribution of land and aquatic plants; the field identification of the most important plants used by fish and wildlife for food and cover.

T-WLF 112 Pollution 2 0 2

Deals with the environmental problems of air, water, chemicals, and wastes as related to animals, plants, and land.

T-WLF 201 Biopolitics 3 0 3

Introduces the student to the problems of fitting the use and harvesting of wildlife into the framework of our society.

T-WLF 208 Survey, Census, and Inventory Techniques 3 3 4

Basic biometry involving techniques used in the survey, census, and inventory of wildlife resources in the field.

T-WLF 209 Wildlife Field Seminar 0 12 4

An extended field laboratory in which the student visits operating fish and wildlife management organizations and installations.

T-WLF 210 Wildlife Zoology 2 2 3

The study of the structure and functions of the animal body and basic genetics as applied to mammals, birds, and fish.

T-WLF 202 Wildlife Management I 2 3 3

Wildlife conservation and management principles are introduced to the student in the classroom. Emphasis is on waterfowl and migratory forms during field excursions.

T-WLF 203 Wildlife Management II 2 3 3

Wildlife management techniques utilized on shooting preserves and wildlife management areas are discussed in the classroom. Emphasis is on big game and resident forms during field excursions.

T-WLF 204 Fishery Management 4 6 6

Affords an insight into the problems involved in maintaining sport fishing at a high level. Deals with the problem from the aspect of hatcheries; stream stocking and management; pond establishment, stocking, and management.

T-WLF 205 Ecology 3 0 3

Acquaints the student with the interrelationship of the various species of wildlife to their environment, both plant and animal forms.

T-WLF 206 Water Safety and Boating Skills 2 3 3

The student is given necessary knowledge about water-related hazards and is provided an opportunity to develop the skills needed for safe utilization of watercraft under varied conditions.

T-WLF 207 Marine and Estuarine Studies 2 3 3

Affords the student an opportunity to study ocean and estuarine life. The values of coastal marshes are considered while commercial and sporting aspects of marine forms are explored.

Vocational Education

AUTO BODY REPAIR

PURPOSE OF CURRICULUM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations.

JOB DESCRIPTION

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders; and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and-or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters.

AUTO BODY REPAIR

Suggested Curriculum By Quarters

First Quarter		**Course Title**	**Hours Per Week**		**Quarter Hours Credit**
			Class	**Lab**	
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			13	17	19
Second Quarter					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams—Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			9	20	16
Third Quarter					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			8	21	15
Fourth Quarter					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			6	21	13

AUTOMOTIVE MECHANICS

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

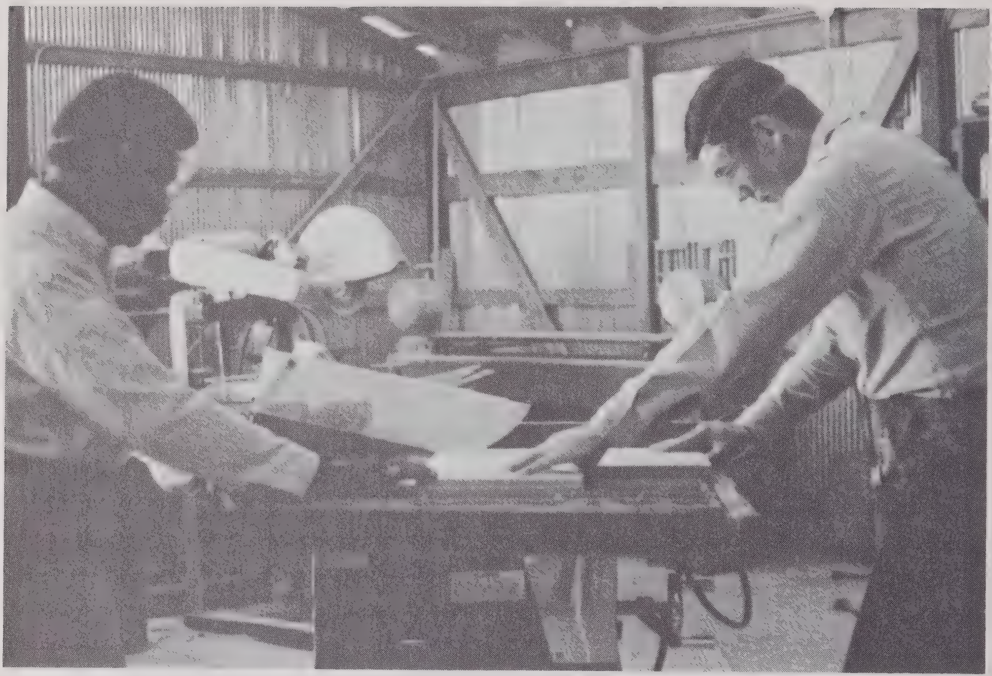
JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

AUTOMOTIVE MECHANICS

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
Second Quarter					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
Third Quarter					
AUT	1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15



CARPENTRY

PURPOSE OF CURRICULUM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

JOB DESCRIPTION

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as lay-out carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.

The carpenter constructs, erects, installs, and repairs structures and fixtures of wood, plywood, wallboard and other materials, using carpenter's hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout, and design of structure, and method of construction.

CARPENTRY

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
ENG	1101	Reading Improvement	2	0	2
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1110	Blueprint Reading: Building Trades	0	3	1
CAR	1101	Carpentry	3	15	8
			10	18	16
Second Quarter					
ENG	1102	Communication Skills	3	0	3
MAT	1112	Building Trades Mathematics	3	0	3
DFT	1111	Blueprint Reading and Sketching	0	3	1
CAR	1102	Carpentry: Millwork and Cabinetmaking	3	15	8
			9	18	15
Third Quarter					
PSY	1101	Human Relations	3	0	3
CAR	1113	Carpentry: Estimating	3	3	4
CAR	1103	Carpentry: Framing	3	15	8
			9	18	15
Fourth Quarter					
CAR	1114	Building Codes	3	0	3
BUS	1103	Small Business Operations	3	0	3
CAR	1104	Carpentry: Finishing	3	18	9
			9	18	15

COSMETOLOGY

PURPOSE OF CURRICULUM AND JOB DESCRIPTION

Today the cosmetologist is called upon to advise men and women on problems of make-up, diet, care of the hair, skin, and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provdes instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, styling, hair pressing, thermal waving and curling, and chemical hair relaxing. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners. This is a dual program with specialty courses added to compliment both the Caucasian and Negro.

The suggested curriculum guide for the Cosmetology Program is based on a quarter system. The usual format has been altered in that quarter hours of credit are eliminated. This column now indicates the total contact hours devoted to specific courses. Assignment of contact hours to specific areas of instruction are in accordance with the minimum contact hour requirement as established by the North Carolina State Board of Cosmetic Art Examiners.

Applicants for the Cosmetology Program must meet the general entrance requirements for trade programs. In addition, they must present to the admissions office a Health Certificate and serological laboratory report prior to being admitted to the program.

COSMETOLOGY

Suggested Curriculum By Quarters

			Hours Per Week		Total Contact Hours
First Quarter		**Course Title**	**Class**	**Lab**	
COS	1101	Introduction to Cosmetology	5	1	66
COS	1102	Bacteriology, Sanitation, & First Aid	5	2	77
COS	1112	Personality	2	0	22
COS	1103	Shampoo and Rinse	0	2	22
COS	1105	Finger Waving and Pin Curling	1	9	110
COS	1107	Manicuring	1	2	33
			14	16	330
Second Quarter					
COS	1106	Hair Shaping	1	9	110
COS	1111	Hair Styling and Wig Care	2	9	121
COS	1115	Tinting and Bleaching	1	8	99
			4	26	330
Third Quarter					
COS	1110	Permanent Waving — Cold & Heat Wave	2	15	187
COS	1118	Anatomy	3	2	55
COS	1120	Facials	1	5	66
COS	1117-M	Chemical Hair Relaxing	2	0	22
			8	22	330
Fourth Quarter					
COS	1119	Anatomy	2	4	66
COS	1116	Scalp Treatments	1	2	33
COS	1121	Disorders of Skin, Nails, and Hair	5	3	88
COS	1122	Electricity	3	1	44
COS	1123	Chemistry	2	1	33
COS	1124	Operational Management	1	0	11
COS	1125-M	Hair Pressing	1	0	11
COS	1126-M	Thermal Waving and Curling	3	1	44
			18	12	330

DRAFTING - BUILDING TRADES

PURPOSE OF CURRICULUM

This curriculum is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. Courses to develop knowledge and skills in communication, human relations, economics, and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

JOB DESCRIPTION

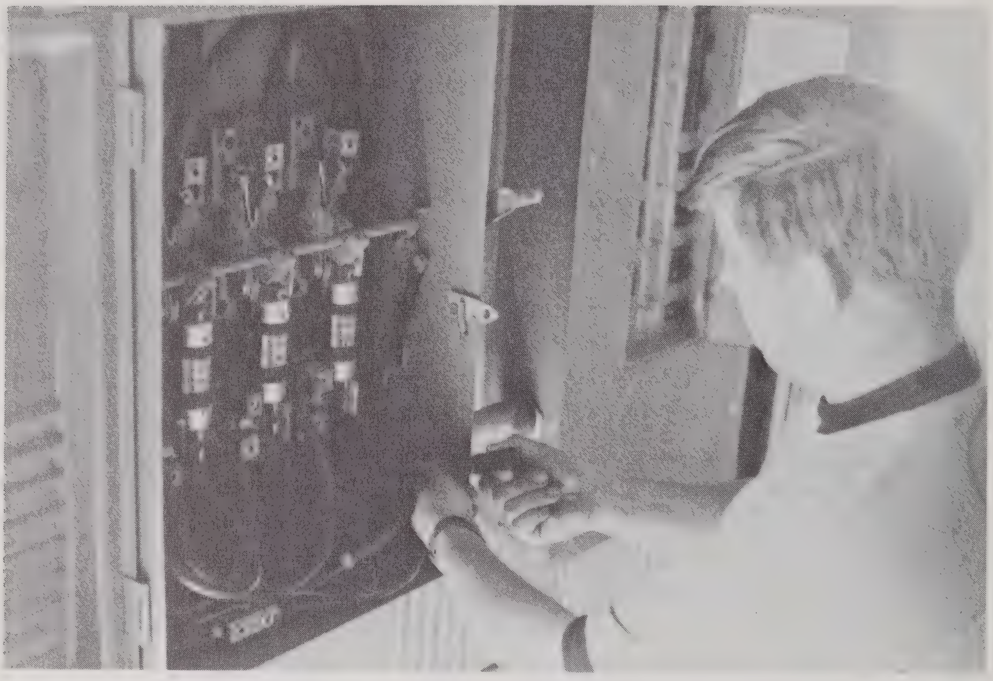
A draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions. He makes final sketches of the proposed drawing, checks dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. He makes any adjustments or changes necessary or desired, inks in lines and letters on pencil drawings as required, exercises manual skill in the manipulation of triangle, T-square, and other drafting tools, traces drawings in pencil or ink, and makes charts for representation of statistical data. He makes finished designs from sketches and utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

A building trades draftsman performs the general duties of a draftsman and also specializes in organizing and drawing of working drawings from final preliminary sketches from the designer, mechanical equipment and structural drawings included.

DRAFTING — BUILDING TRADES

Suggested Curriculum By Quarters

First Quarter		**Course Title**	**Hours Per Week Class**	**Hours Per Week Lab**	**Quarter Hours Credit**
DFT	1121	Drafting	3	12	7
MAT	1102-M	Mathematics I	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
Second Quarter					
DFT	1122	Drafting	3	6	5
DFT	1125	Descriptive Geometry	2	3	3
MAT	1103-M	Mathematics II	5	0	5
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			16	11	20
Third Quarter					
DFT	1141	Building Trades Drafting	3	12	7
MAT	1104-M	Mathematics III	5	0	5
DFT	1144	Building Materials and Methods	3	0	3
DFT	1143	Building Mechanical Equipment	3	0	3
PSY	1101	Human Relations	3	0	3
			17	12	21
Fourth Quarter					
DFT	1142	Building Trades Drafting	3	12	7
DFT	1145	Specifications and Contracts	3	0	3
CIV	1101	Surveying	2	3	3
BUS	1103	Small Business Operations	3	0	3
			11	15	16



ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This Curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
			15	14	20
Second Quarter					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1110	Blueprint Reading: Building Trades	0	3	1
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			11	17	17
Third Quarter					
ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading: Electrical	0	3	1
			11	18	17
Fourth Quarter					
ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			11	18	17

MASONRY

PURPOSE OF CURRICULUM

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase the demand for bricklayers, cement masons, and stonemasons will also increase.

This curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must have a knowledge of basic mathematics, blueprint reading and masonry technology. He must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

JOB DESCRIPTION

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial proportion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

MASONRY

Suggested Curriculum By Quarters

First Quarter		Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
MAS	1101	Bricklaying	5	15	10
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1110	Blueprint Reading: Building Trades	0	3	1
			10	18	16
Second Quarter					
MAS	1102	Bricklaying	5	15	10
MAT	1112	Building Trades Mathematics	3	0	3
DFT	1111	Blueprint Reading and Sketching	0	3	1
			8	18	14
Third Quarter					
MAS	1103	General Masonry	5	15	10
DFT	1112	Blueprint Reading and Sketching	0	3	1
MAS	1113	Masonry Estimating	3	3	4
			8	21	15
Fourth Quarter					
MAS	1114-M	Masonry Practicum	5	21	12
BUS	1103	Small Business Operations	3	0	3
			8	21	15

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

JOB DESCRIPTION

Welders join metal by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metal, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours
First Quarter		**Course Title**	**Class**	**Lab**	**Credit**
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
Second Quarter					
WLD	1121	Arc Welding	3	12	7
MAT	1103-M	Mathematics II	5	0	5
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			14	17	20
Third Quarter					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
Fourth Quarter					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16

VOCATIONAL COURSE DESCRIPTIONS

The contents of Vocational courses are outlined in the following course descriptions. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as outlined.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "Manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, the number of lecture hours, the number of laboratory hours each week, and the number of credit hours.

AIR CONDITIONING

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
AHR 1101 Automotive Air Conditioning	2	3	3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
Prerequisite: PHY 1102.

AUTOMOTIVE

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
AUT 1111 Auto Body Repair	3	12	7

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair	3	12	7

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.
Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

AUT 1113 Metal Finishing and Painting	3	12	7

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.
Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications 3 21 10

General introduction and instruction in the automotive frame and front and suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

Prerequisites: AUT 1115, PHY 1102, DFT 1101.

AUT 1115 Trim, Glass and Radiator Repair 2 9 5

Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.

Prerequisites: AUT 1112, WLD 1105.

AUT 1121 Braking Systems 3 3 4

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

Prerequisite: PHY 1102.

AUT 1123 Automotive Chassis and Suspensions Systems 3 9 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.

Prerequisite: PME 1102.

AUT 1124 Automotive Power Train Systems 3 9 6

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing 3 9 6

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

Prerequisites: AUT 1123, AUT 1121, AHR 1101.

BUSINESS

Cl. Hrs. Lab Hrs. Qtr. Hrs.

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 1105 Industrial Organizations 3 0 3

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

CARPENTRY

Course	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
CAR 1101 Carpentry	3	15	8

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care and safe use of carpenters' hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction; building layout; preparation of site; footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinetmaking 3 15 8

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames; stairs; and interior and exterior cornice and trim. Materials and finishes will also be studied.

Prerequisites: CAR 1101, DFT 1110.

CAR 1103 Carpentry: Framing 3 15 8

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist; subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

Prerequisites: CAR 1101, DFT 1111.

CAR 1104 Carpentry: Finishing 3 18 9

Exterior and interior trim and finish carpentry will complete the general carpentry such as: exterior, cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction, installation of hardware, and installation of built in equipment and cabinets.

Prerequisites: CAR 1103, DFT 1111.

CAR 1113 Carpentry: Estimating 3 3 4

This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisites: DFT 1111, MAT 1112.

CAR 1114 Building Codes 3 0 3

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

Prerequisite: CAR 1103. Co-requisite: CAR 1104.

CIVIL TECHNOLOGY

CIV 1101 Surveying 2 3 3

Basic instrumentation and topography will be studied together with field trips and drafting room application of site surveying.

Prerequisite: MAT 1104.

COSMETOLOGY

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1101 Introduction to Cosmetology	5	1	66

Designed to give the student a background for the profession and an understanding of the laws and civic responsibilities involved.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1102 Bacteriology, Sanitation, and First Aid	5	2	77

A study of bacteriology to prevent the spread of disease in the shops, and instructions in sanitary measures and laws. Emphasis is placed on safety and methods of rendering first aid. Also instruction in health needs and habits of an individual.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1103 Shampoo and Rinse	0	2	22

This course covers the theory and practical training necessary to develop the manipulative skill for shampooing. Emphasis is placed on composition and application of various rinses.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1105 Finger Waving and Pin Curling	1	9	110

A study of hair, use of comb, fingers, and waving lotion to produce a wave. The different styles of finger waving, pin curling, and roller curl are studied to enable the student to make application of finger waving and pin curling to various hair styles.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1106 Hair Shaping	1	9	110

Skill in the use of scissors and razor for shaping the hair is developed in this course. The student becomes familiar with various methods of cutting hair which may be applied to specific hair styling and permanent wavings.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1107 Manicuring	1	2	33

The care of the hands and nails with emphasis on correct procedures, techniques, materials and equipment used in giving a manicure. Also attention devoted to developing an understanding of the relationship between customer and operator.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1110 Permanent Waving — Cold and Heat Wave	2	15	187

This course is designed to provide a foundation for the practical art of permanent waves, texture and elasticity of hair, and shaping of hair are included. Also the methods of permanent waving are taught.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1111 Hair Styling and Wig Care	2	9	121

This course deals with the fundamental principles of hair styling and wig care. Through study of the contour of the head and face a student learns to see the relationship of these features to various hair styles. Also extensive practice in the proper use of sculpture curls, brushing, and combing are included.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1112 Personality	2	0	22

Designed to develop a pleasing personality, charm, and poise necessary to everyone in the beauty field.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1115 Tinting and Bleaching	1	8	99

A study of techniques and applications involved in giving hair tints and bleaches; reaction of chemicals to certain textures of hair, composition, merits, and limitations of softeners, developers, hair tints, and bleaches.

	Cl. Hrs.	Lab Hrs.	Contact Hrs.
COS 1116 Scalp Treatments	1	2	33

A study of the principles, techniques, materials, supplies and applications used in giving scalp treatments.

COS 1117-M Chemical Hair Relaxing 2 0 22

The process of permanently rearranging the basic structure of over curly hair into a straight form using chemicals. This process is recommended for hair that is wiry and very curly, for hair that is frizzy and unmanageable and for hair that may be straight but not soft enough to hold a setting.

COS 1118 Anatomy 3 2 55

The structure and function of the bones, muscles, and nerves with particular emphasis upon their application to cosmetology.

COS 1119 Anatomy 2 4 66

A continuation of Anatomy with additional emphasis on the structure and function of bones, muscles, and nerves as applied to the work of the cosmetologist.
Prerequisite: COS 1118.

COS 1120 Facials 1 5 66

Designed to aid in the understanding of the principals, techniques, purposes, application and benefits of facial massage and cosmetic use. The various types of facials appropriate for different types of skin studied.

COS 1121 Disorders of Skin, Nails and Hair 5 3 88

The cause, identification and treatment of common skin disorders and scalp diseases.

COS 1122 Electricity 3 1 44

Designed to acquaint the student with electricity in its different phases as applied to cosmetology. Such topics as wallplate, high frequency and electrodes are studied and discussed.

COS 1123 Chemistry 2 1 33

Designed to give the student an understanding of the basic principles of chemistry as they apply to the field of cosmetology. The major areas of work studied in this course are: fundamentals of chemistry, chemistry of soaps, hair preparations, nail preparations, deodorant preparations, creams and lotions, and facial preparations.

COS 1124 Operational Management 1 0 11

Designed to give the student an understanding of the principles relating to the operation of a beauty shop. Emphasis on equipment, finance, and management.

COS 1125-M Hair Pressing 1 0 11

Temporarily straightening over curly hair using a heated comb is hair pressing. This prepares the hair for styling. Care must be exercised so the hair and scalp are not burned.

COS 1126-M Thermal Waving and Curling 3 1 44

The art of placing waves and curls into straight or pressed hair by means of heated irons and a special manipulative technique. Correct habits and skills in the use of the implements can only be acquired by practice on wefts, mannequins and living models.

DRAFTING

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
DFT 1101 Schematics & Diagrams: Power Mechanics	0	3	1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1104 Blueprint Reading: Mechanical	0	3	1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines views, dimensioning procedures, and notes.

DFT 1110 Blueprint Reading: Building Trades	0	3	1

Principles of interpreting bluueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1111 Blueprint Reading & Sketching	0	3	1

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches.

Prerequisite: DFT 1110.

DFT 1112 Blueprint Reading & Sketching	0	3	1

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and-or foundation plan, walls and various detailed drawings of masonry work.

Prerequisite: DFT 1111.

DFT 1113 Blueprint Reading: Electrical	0	3	1

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1110.

DFT 1117 Blueprint Reading: Welding	0	3	1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specification.

Prerequisite: DFT 1104.

DFT 1118 Pattern Development and Sketching	0	3	1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

DFT 1121 Drafting 3 12 7

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time.

DFT 1122 Drafting 3 6 5

The trainee will study simple and successive revolutions and their applications to practical problems, Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done.

Prerequisite: DFT 1121.

DFT 1125 Descriptive Geometry 2 3 3

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution.

Prerequisite: DFT 1121.

DFT 1141 Building Trades Drafting 3 12 7

An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.

Prerequisite: DFT 1122.

DFT 1142 Building Trades Drafting 3 12 7

Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office.

Prerequisites: DFT 1141, DFT 1143, DFT 1144.

DFT 1143 Building Mechanical Equipment 3 0 3

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structure. Reading and interpretation of working drawings by mechanical engineers.

Prerequisite: DFT 1122.

DFT 1144 Building Materials and Methods 3 0 3

Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques.

DFT 1145 Specifications and Contracts 3 0 3

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

Prerequisites: DFT 1141, DFT 1143, DFT 1144.

ELECTRICAL

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
ELC 1112 Direct and Alternating Current	5	12	9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits on Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1113 Alternating Current and Direct Current Machines and Controls 5 12 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115.

ELC 1124 Residential Wiring 5 9 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Prerequisites: ELC 113, DFT 1110.

ELC 1125 Commercial and Industrial Wiring 5 12 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisites: ELN 1118, ECL 1124.

ELECTRONICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
ELN 1118 Industrial Electronics	3	6	5

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

Prerequisite: ELC 1113.

ELN 1119 Industrial Electronics	3	6	5

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.
Prerequisite: ELN 1118.

ENGLISH

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
ENG 1101 Reading Improvement	2	0	2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 Communication Skills	3	0	3

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101.

MACHINE SHOP

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
MEC 1112 Machine Shop Processes	0	6	2

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MASONRY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
MAS 1101 Bricklaying	5	15	10

The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

MAS 1102 Bricklaying	5	15	10

Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.
Prerequisite: MAS 1101.

MAS 1103 General Masonry	5	15	10

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.
Prerequisite: MAS 1102.

MAS 1113 Masonry Estimating 3 3 4

This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisite: MAS 1103.

MAS 1114-M Masonry Practicum 5 21 12

Practical application of masonry principles. Involves general procedures for the total structure of the program.

MATHEMATICS

Cl. Hrs. Lab Hrs. Qtr. Hrs.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

MAT 1102-M Mathematics I 5 0 5

Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio, proportions, and variations; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, and graphing; exponents, logarithms, tables and interpolation. Course content will be determined by class level.

MAT 1103-M Mathematics II 5 0 5

Fundamental properties and definitions: plane and solid geometric figures; selected general theorems; geometric construction of lines, angles and plane figures; dihedral angles, areas of plane figures, and volumes of solids. Geometric principles are applied to shop operations. Course content will be determined by class level.

MAT 1104-M Mathematics III 5 0 5

Trigonometric ratios: solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems. Course content will be determined by class level.

MAT 1112 Building Trades Mathematics 3 0 3

Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.

Prerequisite: MAT 1101.

MAT 1115 Electrical Mathematics 5 0 5

An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction, and resolution of vector quantities.

PHYSICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
PHY 1101 Applied Science	3	2	4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic principles.

PHY 1102 Applied Science	3	2	4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

POWER MECHANICS

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
PME 1101 Internal Combustion Engine	3	12	7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102 Engine Electrical and Fuel Systems	5	12	9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

Prerequisite: PME 1101.

PSYCHOLOGY

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
PSY 1101 Human Relations	3	0	3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

WELDING

	Cl. Hrs.	Lab Hrs.	Qtr. Hrs.
WLD 1101 Basic Gas Welding	0	3	1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-butting methods applicable.

WLD 1105 Auto Body Welding 0 3 1

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Emphasis on safety procedures throughout the course.

Prerequisite: WLD 1101.

WLD 1112 Mechanical Testing and Inspection 1 3 2

The standard method for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, non-destructive, V-notch, Charpy impact, etc.

Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxyacetylene Welding and Cutting 3 12 7

Introduction to the history of oxyacetylene welding, the principles of welding and cutting nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None

WLD 1121 Arc Welding 3 12 7

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out in paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

WLD 1123 Inert Gas Welding 1 3 2

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding 3 12 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121.

WLD 1125 Certification Practices 3 6 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

Continuing Education

ADULT EDUCATION AND EXTENSION PROGRAMS

It is the aim of Martin Technical Institute to afford each individual the opportunity to develop to his fullest potential in whatever areas of vocational and cultural levels that he desires. In this way the Institute helps to build a more functional person which our rapidly changing democratic society demands if our society is to preserve those things important and change those things that need changing.

The Continuing Education Division also serves area industries and public agencies by providing training for their employees. Training under this division of the Institute can be offered at any time a need for such training is established. Full details can be obtained by contacting the Division of Continuing Education at the school.

GENERAL INFORMATION

Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll.

Fees

A small fee is charged for certain adult education classes. Such fees, when charged, are due and payable before the first class session. Books and supplies are available through the Institute bookstore. When classes meet at community centers, the Institute bookstore makes it possible for books to be purchased at the community center.

Class Locations

A number of adult classes are held on the Institute campus. Classes are also conducted in any community whenever a sufficient number of class members indicate an interest and a suitable meeting place can be arranged.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by class teachers.

Certificates and Diplomas

Certificates are awarded students meeting requirements for many of the classes and programs for adults. Adult Education High School Diplomas are awarded to adults satisfactorily completing requirements in the High School program by the State Board of Education through a local superintendent of schools.

Program Descriptions

The Adult Education and Extension Division of the Institute offers an increasing variety of courses and programs.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interests.

Adult Basic Education

The Adult Basic Education Program includes instruction in reading, writing, social studies, household science, mathematics, consumer education, and health education. In all of these areas, instruction is related as closely as possible to helping students meet their adult responsibilities. Class sizes generally range from 12 to 15 students. No registration fee is required and materials are provided by the Institute. Upon completion of the Adult Basic Education Program, students are encouraged to enroll in the Adult High School Program.

High School Equivalency Program

An excellent plan for those who would like a certificate showing that they have completed a high school course of study is the High School Equivalency Program. Under this plan, individuals may take a series of tests called the General Education Development Tests (GED). Those receiving an acceptable passing score will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or for further education.

It is suggested that one prepare for this examination by enrolling in one of the High School Equivalency Preparation classes or in the Learning Laboratory.

High School Equivalency Tests

Martin Technical Institute has been designated as an official testing center for the General Educational Development tests by the American Council on Education. The North Carolina Department of Public Instruction will issue a "Certificate of High School Equivalency" to adults who have not completed high school when they meet the following requirements:

1. Make a standard score of 35 or above on each of the five tests and an average standard score of 45 on all five tests.

2. Be nineteen years of age or older (A person 18 years of age may take the test provided he has not been enrolled in public school for six months.)

3. Make application for tests on official application blanks that are available at Martin Technical Institute and in the office of the County Superintendent of Schools.

4. Pay a testing fee of $3.00.

The GED tests will be given at the Institute at any time between 8:00 a.m. and 9:30 p.m. Monday through Thursday, and between 8:00 a.m. and 4:30 p.m. on Friday.

Preparation for taking the test can be made through the Learning Laboratory or High School Equivalency class, both of which are available at the Institute.

EXAMPLES OF GENERAL ADULT AND EXTENSION CLASSES OFFERED:

Cultural Development

Creative Arts
Home Decoration
Health Education
Family Life

Parent Education
Consumer Education
Investments
Family Finance

Training Services To Business and Industry

The Vocational Extension classes conducted by Martin Technical Institute are developed to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs, which are designed to improve and enhance employee skills, will be initiated as the need is indicated by surveys, interviews, and sufficient enrollment in individual classes. Industry is invited to make their needs known to the Division of Continuing Education.

SUPERVISORY DEVELOPMENT TRAINING

The Supervisory Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

Classes available to supervisory personnel:

- Human Relations
- Economics in Business and Industry
- Art of Motivating People
- Effective Communications
- Effective Writing
- Effective Speaking
- Reading Improvement
- Work Measurement
- Job Methods
- Conference Leadership
- Creative Thinking
- Industrial Safety and Accident Prevention
- Industrial First-Aid
- The Supervisor in North Carolina
- The Supervisor and Employee Benefits
- Job Analysis Training
- Cost Accounting for Supervisors

HOSPITALITY AND TOURISM EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses, including such subject areas as:

- Sales Promotion
- Food and Beverage Management and Service
- Maintenance and Engineering
- Front Office Procedure
- Service Station Attendant Training

DISTRIBUTIVE OCCUPATIONAL TRAINING

A continuing need for better trained retail and wholesale personnel is another area in which the Department offers opportunity for training. Some of the subject areas are:

- Business Management
- Marketing Research
- Shop-lifting Prevention
- Customer Relations

FIRE SERVICE TRAINING

The growing Eastern area of North Carolina requires expansion of fire fighting units and continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local fire departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires. Some of the subjects covered in this area are:

Forcible Entry
Rope Practices
Ladder Practices
Portable Fire Extinguishers
Rescue Practices
Firefighting Procedures

SEMINARS AND CONFERENCES

The Institute is host to a number of local and state groups that conduct seminars and conferences. Lodging facilities and restaurants are located nearby for out-of-town participants. Arrangements can be made by contacting the Director of Adult Education.

LEARNING LABORATORY

The Learning Laboratory is available to all students, faculty, and citizens from 8:00 a.m. until 9:30 p.m. Monday through Thursday and 8:00 a.m. until 4:30 p.m. on Friday. Professional personnel are on duty during these hours to serve and aid users.

The Laboratory offers programmed instruction which presents the material to be learned in small, sequential steps which move gradually from basic and easily learned knowledge to the more difficult. The student can enroll in the Learning Laboratory at any time during the year. He sets his own work schedule and progresses at his own rate.

Among the areas of study available in the programmed materials are arithmetic, English, social science, mathematics, foreign language, business, science, and general interest. The reading programs provide instruction from the second grade to college level.

The Learning Laboratory is designed to meet the needs of the person who wants to prepare for the High School Equivalency Examination, the person who desires to remove deficiencies so that he can enter a regular curriculum program of the institution, the person who wants to be better prepared in his present job or prepare for advancement on his job, or the person who wants to study a subject for his own self-improvement.

Any adult who has a desire to raise his or her educational level and who is able to benefit from study in the Learning Laboratory may enroll. There is no charge for study in the Learning Lab.

APPLICATION FORM

MARTIN TECHNICAL INSTITUTE

P. O. Drawer 866
Williamston, North Carolina

Mr. Miss Mrs.	Last	First	Middle	(Maiden)

Address	Phone Number
Date You Plan to Enter	Social Security Number
Date of Birth	Selective Service Number
Last High School Attended and Address	Date of Graduation
College Attended and Address	Dates Attended

Check Program for Which You Are Making Application

- ☐ Agricultural Business
- ☐ Architectural Technician
- ☐ Business Administration
- ☐ Fish and Wildlife Management
- ☐ Forest Management
- ☐ General Education (transfer option)
- ☐ Secretarial — Executive
- ☐ Secretarial - Executive
- ☐ Auto Body Repair
- ☐ Automotive Mechanics
- ☐ Carpentry
- ☐ Cosmetology
- ☐ Drafting — Building Trades
- ☐ Electrical Installation
- ☐ Masonry
- ☐ Welding

Signature

MARTIN TECHNICAL INSTITUTE
P. O. DRAWER 866
WILLIAMSTON, N. C. 27892